

Charnwood: Leicestershire Scout and Guide International Camp

Role Description	Facilities: Joinery Team Leader
Role Purpose:	To provide Joinery Services for Facilities Team
Appointed by:	Facilities Team Managers in conjunction with the Camp Directors
Responsible to:	Facilities Team Managers
Reporting to:	Facilities Team Manager The Directors of the Camp
Responsible for:	Sourcing of materials and construction of joinery items for the event
Main Contacts:	Facilities Team Leaders
External Contacts:	Suppliers of materials

Key Tasks:

- Contribute fully as a member of the Facilities Team in planning and delivering the event and meeting as required to review progress
- Working with the facilities teams and the other Charnwood teams identify the requirements for joinery services at the event.
- Source materials required and produce list for tendering
- Identify tools required and source.
- Work with the Facilities Team managers and input to the Site Build and strip plans for the terms to be constructed.
- Establish and manage the Joinery Workshop at the event
- Construct all items as required.
- Provide a maintenance service during the event
- Dismantle all structures or prepare for storage
- Contribute to and implement the policies, aims and objectives of the event
- Any other job of a similar or related nature requested by the Camp Directors or CMT

Skills: able to;

- Be competent in the use of joinery tools
- Use modern technology, especially email, to carry out a range of tasks
- Communicate effectively orally and in writing
- Contribute to the strategic planning and communicate the implementation of the event objectives

- Commit time to successfully fulfil the role, including weekends, evenings and mid-week meetings

Including responsibility for the following **event policy(s)**;

- All policies relating to the job role.

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